

To: Bielenberg, Ben[Bielenberg.Ben@epa.gov]
From: Portillos, Christine
Sent: Mon 8/17/2015 2:12:18 PM
Subject: RE: Gold King Mine Response: Site-Specific Charging

Clarification is everyone now charging everything to our site id?

Christine Portillos

U.S. EPA, R8, TMS

Budget and Financial Operations Unit (BFOU)

1595 Wynkoop Street

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(303)312-7284

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portillos.christine@epa.gov

From: Bielenberg, Ben
Sent: Monday, August 17, 2015 8:11 AM
To: Portillos, Christine
Subject: Re: Gold King Mine Response: Site-Specific Charging

He should have that already, but they didn't create one since we requested their help. I'll confirm

Sent from my iPhone

On Aug 17, 2015, at 8:00 AM, Portillos, Christine <Portillos.Christine@epa.gov> wrote:

Ben,

I sent Carlos the accounting for PPL but I thought we were using once SSID for all costs is that not so?

Christine Portillos

U.S. EPA, R8, TMS

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From: Bielenberg, Ben

Sent: Monday, August 17, 2015 7:54 AM

To: Kercado, Carlos

Cc: Seabrook, Esther; Portillos, Christine

Subject: Re: Gold King Mine Response: Site-Specific Charging

Hi Carlos,

R8 made the request for Dave via HQ, so his OT should be charged to us. I thought Christine or I had sent the org last week but we will resend.

Ben

Sent from my iPhone

On Aug 17, 2015, at 7:51 AM, Kercado, Carlos <Kercado.Carlos@epa.gov> wrote:

Hi Ben,

One other question, below is an excerpt from the guidance.

- ☐☐☐☐☐☐☐☐ Overtime – If an employee is performing activities beyond the scope of normal duties and/or normal work hours, these employees should charge overtime to the region or HQ office requesting the assistance ORG code (*i.e.*, Region 6 or Region 8 or OEM/EOC).

How do I know which office made the request for the employee to assist in the response. For example, in Kluesner's case, I do not know who (*i.e.*, Region 6 or Region 8 or OEM/EOC) made the request for him to help out. All I know is that my boss (Don) told me Dave was going to participate on the response. Based on the guidance, any OT hours worked by Kluesner must be charged to the office requesting the assistance; how does Kluesner (or his preparer) know the correct ORG CODE he needs to charge or how do I know the correct ORG CODE so I can monitor and reconcile payroll?

Carlos Kercado

Chief, Resources Management & Policy Section

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kercado.Carlos@epa.gov

From: Kercado, Carlos

Sent: Friday, August 14, 2015 2:45 PM

To: Bielenberg, Ben

Cc: Seabrook, Esther

Subject: FW: Gold King Mine Response: Site-Specific Charging

Importance: High

Hi Ben,

If responders are expected to work overtime, does it make sense to have Region 6, Region 8 or OEM/EOC to prepare one form per pay period for all responders expected to work OT? This would be easier and more effective than having to do an OT form for every single responder. Also, normally timekeepers are the ones doing the OT form, not the staff, at the request of the supervisor. If responders are NOT expected to work overtime, anytime a responder is requested to work OT, Region 6, Region 8 or OEM/EOC should prepare the form for them. How would a supervisor in the home office/region know his employee has been asked to work OT? My thought is that either Region 6, Region 8 or OEM/EOC; OR the home Region do an OT form when somebody is deployed and the form authorizes OT for the entire deployment.

Also, how supervisors in the home office/region know the hours an employee worked, including OT, so he/she can have that information come timecard approval day comes. Will you guys be sending something to the home supervisors with the actual number of hours worked by the responder?

Carlos Kercado

Acting Regional Comptroller

Financial Management Branch

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kercado.Carlos@epa.gov

From: Wilbur, Jennifer

Sent: Friday, August 14, 2015 2:02 PM

To: OCFO-Regional-Comptroller

Cc: Wilbon, Larry; Burnham, Larry; Flaks, Art; Jennings, Robert; Woolford, James; Gardner, Monica; Giacalone, Kristin; Blackman, Richard; Ripley, Laura; Vanroden, Victoria; Fontaine, Tim; Gonzalez, Daniel; Coogan, Daniel; Stalcup, Dana

Subject: Gold King Mine Response: Site-Specific Charging

Importance: High

Regional Comptrollers & Other Program Offices

Attached please find the instruction/guidance on how to ensure proper charging and tracking of payroll, contracts, and travel resources associated with the response to the Gold King Mine Release. While this may only currently affect some of you, I felt it would be prudent to share with all of you as some of your regional staff may be traveling to assist.

Please share with others as appropriate.

Thank you.

From: Vanroden, Victoria

Sent: Friday, August 14, 2015 1:50 PM

To: Martinez, Lavone; Woodyard, Josh
Cc: Ripley, Laura; Wilbur, Jennifer; Beasley, Lynn; OSWER OEM Managers; Flaks, Art
Subject: Site-Specific Charging Info. for Gold King Mine

Lavone – please distribute this OSWER/OCFO document through the EOC finance desk to appropriate parties. OCFO and OSWER/SBO will also distribute to their contacts. Document approved by OGC. Thanks

Victoria L. van Roden

U.S. EPA/OSWER/OEM/RMD

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